



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> July 20, 2017	<u>Interviewer:</u> Mallory Sullivan	<b>RFA #17 – 52</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Handling of confidential and personal information by [REDACTED] [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☒    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
07/14/2017	[REDACTED] email to MC	Expressing concerns about [REDACTED] and care of confidential information and interest in meeting to discuss these concerns and others.
07/14/2017	MC email to [REDACTED]	Response and Referral to MS
07/14/2017	MS & [REDACTED] email chain re: scheduling meeting	Confirmed: Thursday, 7/20 at 2:30 PM
07/17/2017	[REDACTED] email to MS	Request for [REDACTED] and [REDACTED] to attend meeting.
07/18/2017	MS email to [REDACTED]	Response, in part, "It is alright with me if [REDACTED] or [REDACTED] would like to attend with you as support. Although, I should note that if you plan to share an issue which you believe that [REDACTED] or [REDACTED] also have information about, it would be most beneficial for me and our process for me to speak with you each separately."

07/20/2017	MS and [REDACTED] meet at EO (With [REDACTED] and [REDACTED])	MS shared information about the EO office, our role as a neutral party, confidentiality, and complaint options (informal and formal). [REDACTED] shared a typed overview of her concerns and MS asked clarifying questions. MS provided [REDACTED] with a copy of the discrimination complaint procedure as well as 1600.02 and 1600.03. [REDACTED] and [REDACTED] joined the meeting at [REDACTED] request and MS informed [REDACTED] that at any time she could ask them to step out if she wanted to continue the conversation without them present. MS informed [REDACTED] that the issues listed under miscellaneous may be best addressed by a supervisor or HR. MS also informed [REDACTED] that it is possible that some action is being taken or has been taken in response to her concerns but that she may not be informed. MS informed [REDACTED] that she did not need to make a decision about how to move forward today and that MS could follow-up. [REDACTED] agreed to this as the next step.
8/1/2017	MS & [REDACTED] email chain re: scheduling meeting	Confirmed: Thursday, 8/3 at 3:30 PM
8/3/2017	MS and [REDACTED] meet at EO	[REDACTED] is interested in an information resolution. MS shared that this would likely look like MS or [REDACTED] speaking with [REDACTED] and sharing [REDACTED] concerns and then following up with [REDACTED]. MS informed [REDACTED] that if the issues were not remedied by this discussion that [REDACTED] could speak with MS further and could still file a formal complaint if she chose.
8/8/2017	MS and [REDACTED] meet at EO	MS met with [REDACTED] to outline conversation with [REDACTED] and answer questions. SGS was present for some of this conversation.
8/10/2017	MS call with [REDACTED]	[REDACTED] spoke with [REDACTED] and then with [REDACTED] expressed she was satisfied with the outcome and understands that she can come to [REDACTED] or EO with any continuing concerns [REDACTED] shared that [REDACTED] is instituting some dept wide reminders about confidentiality. [REDACTED] will send MS the follow-up email he sent to [REDACTED]
8/15/2017	[REDACTED] email to Mallory	Forwarded copy of email [REDACTED] sent to [REDACTED] summarizing conversation.
8/16/2017	Mallory call to [REDACTED]	Left message to return call. Noted I am calling to see if she is satisfied with the outcome and/or has any remaining concerns or questions.